

# Compliance Checklist for Departments/ Job Requisition R-\_\_\_\_\_

The hiring manager will determine who is responsible for what required documentation throughout the hiring event. The hiring manager, search committee chair and members and the departmental administrative assistant will all have responsibilities to ensure proper documentation is collected and maintained and should be reminded throughout the process of this responsibility.

## ALL HIRING FILES MUST INCLUDE THE FOLLOWING:

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**ADVERTISEMENTS** The hiring department will ensure that copies of all external advertising are routed to Employee Services for approval and retention. The hiring department will need to retain copies of final external advertising and will include in the file returned to Employee Services.

**HIRING MATRIX** The hiring department will maintain and retain a numerical ranking system or Hiring Matrix used to score and screen applicants for the position at each stage of the hiring process (applicant screening, interviewing, and reference checks of multiple applicants). The Hiring Matrix will identify who completed the scoring, the screening criteria, an explanation of the scoring scheme, and list of all qualified applicants in the pool--not just the finalists and their final status.

- Shows all qualified applicants
- Shows rankings (numerical scores) of all qualified applicants
- Includes a legend explaining the ranking system
- Includes scores for interviews of finalists
- Includes scores for reference checks of finalists

**INTERVIEW QUESTIONS AND NOTES** The hiring department will develop, maintain, and retain a standard set of questions composed beforehand and utilized throughout the interview stages. The documentation will indicate all interviewed applicants were given an opportunity to respond, and their answers were documented. All interview notes will be retained and will clearly identify the author as well as the interviewee.

- Standard set of questions used for all candidates interviewed
- Notes clearly identify candidate(s) interviewed
- Notes clearly identify interviewer (hiring manager, committee member, interview team member)
- Candidate responses documented
- Candidate responses scored

**VETERAN'S EMPLOYMENT PREFERENCE** The hiring department will ensure that Texas state regulation GOVERNMENT CODE; TITLE 6. PUBLIC OFFICERS AND EMPLOYEES; SUBTITLE B. STATE OFFICERS AND EMPLOYEES; CHAPTER 657. VETERAN'S EMPLOYMENT PREFERENCES has been followed.

- Qualified applicant(s) claiming preference interviewed       No applicants claimed preference
- Notes clearly identify preference applicants(s) interviewed
- Number of preference applicants(s) interviewed
- Total number of applicants(s) interviewed

**REFERENCE CHECKS** The hiring department will ensure that reference verifications were conducted on the finalists or final applicant and the responses were documented. All reference notes will be retained and will clearly identify the author as well as the reference interviewed.

- Reference checks completed
- Notes clearly identify references(s) interviewed
- Notes clearly identify author (hiring manager, committee member, interview team member)
- Reference(s) responses documented
- Reference(s) responses scored

**HIRING FILES DO NOT INCLUDE THE FOLLOWING:**

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Do not keep printed copies of applicant materials from Workday, the University's applicant tracking system. Hiring departments are not required to keep any official paper records that can be obtained via an electronic report or other electronic file storage. If a record is maintained in an electronic form, the paper document becomes a convenience copy and can be destroyed when no longer needed.

In context of hiring files, the hiring department does not need to retain travel documentation, applicant reimbursement or other Business Services documents related to bringing and applicant to campus for interview or any other costs and purchases associated with the hire process. HOWEVER, this documentation will have a retention schedule unrelated to the hiring file and hiring departments will need to separate this material from the hiring file for other retention purposes.

Originals and/or copies of offer and appointment letters do not need to be retained for the hiring files, but rather sent to Employee Services separately for the employee's personnel file.